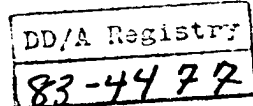




General National  
Services Capital  
Administration Region Washington, DC 20407



SEP 30 1983

Mr. Harry E. Fitzwater  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, DC 20505

DD/A REGISTRY  
45-1

Dear Mr. Fitzwater:

The National Capital Region (NCR) of General Services Administration is responsible for the prudent management of energy funds in our federally-owned and leased buildings. We have, since 1975, used the operating goals for room conditions of 65 degrees to 68 degrees Fahrenheit in the winter and 78 degrees to 80 degrees Fahrenheit in the summer. During the fall and spring transition seasons, we always plan on the use of as much free cool outside air as possible. By successfully following these goals, we are already saving the Federal Government millions of dollars.

Our cooperative effort in energy fund conservation is least successful in the area of lighting and office equipment being left on unnecessarily. Office equipment and lighting left on at the end of the business day waste more than \$11,500,000 in electrical energy costs each year. The heat generated by this waste adds work for the air-conditioning systems for an additional \$1,500,000 electrical energy cost.

It is here that I ask your personal interest. The light switches and office equipment are the responsibility of the users, your agency personnel. By turning off the lighting and office equipment when their use is not required, the Government will gain the \$13,000,000 as waste avoidance, and as a bonus, the space will be more comfortable.

The Federal Property Management Regulations (FPMR) 101-20.116-1 Agency Action, ask that each agency assign "a top management official as the agency Energy Conservation Coordinator". We need to know who has been appointed so that we may contact him/her for mutual assistance and to include your agency's views in our energy conservation effort.

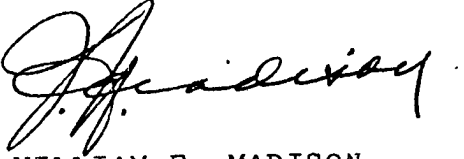
In addition to conserving funds, the "no waste" behavior will be highly visible to the public. To cultivate and retain this "no

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waste" image will require a consistent effort by both of us. I appreciate your help.

Sincerely,

A handwritten signature in dark ink, appearing to read 'W. F. Madison', with a stylized, cursive script.

WILLIAM F. MADISON  
Acting Regional Administrator